

## ***Services/Activities Inventory***

Department: Public Information

List those services provided to the citizens by this department. Do not list routine tasks that support functions within the department; i.e., checking the mail.

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1. Work to develop civic and neighborhood organization relationships that allow for the dissemination of accurate and timely information.
2. Respond to citizen inquiries, concerns and suggestions in a timely, accurate and reasonable manner.
3. Notify citizens about issues including community meetings in a timely, accurate and reasonable manner via the county website, RVTv, print and broadcast media.